

FTC-VII-1

System name:

Automated Serials Routing System -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Readers of FTC Library periodicals listed in the routing system.

Categories of records in the system:

Name and office location of the reader, employee identification number, and the name and number of the periodical.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To manage the routing of serials among FTC employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 *U.S.C. 552a*(b), records or information in these records may be specifically disclosed pursuant to 5 *U.S.C. 552a*(b)(3) as described in Appendix I of this notice, provided that no routine use specified therein shall be construed to limit or waive any other routine use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on magnetic disks and tape.

Retrievability:

Indexed by periodical number and employee identification number.

Safeguards:

Access to computerized records controlled by "user id" and password combination and restricted to staff whose duties require access.

RETENTION AND DISPOSAL:

Record maintained as long as reader wishes to be on the routing system.

SYSTEM MANAGER AND ADDRESS:

Supervisor, Library, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; Record access procedure; and Contesting record procedure:

See Appendix II.

Record source categories:

Individual about whom the record is maintained.